2021 VAC 223

**Job Description**

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| **Job title** | Local Port Services (LPS) Officer |
| **Grade** | Grade 4 |
| **Service/Team**  **Reports to:** | Port of Sunderland, Organisational Support  Harbourmaster / Deputy Harbourmaster / Marine Services Manager |
| **Main purpose of job** | 1. To provide a 24-hour Port Information service, ensuring good service delivery to port customers, information exchange with parties operating in the port environment, safe navigation and responding appropriately to emergency situations. |
| **Key responsibilities** | 1. Monitoring the movement and berthing of waterborne traffic. 2. Liaise with shipping / small craft, agents, foyboatmen, Harbour Master, Pilots, other port staff and departments, emergency services and search and rescue assets, contractors, port tenants, enforcement agencies, waterborne recreational organisations, members of the public and other relevant parties. 3. As required, provide VHF navigational safety broadcasts containing relevant navigational information, and Maintain VHF/UHF port staff and communications with vessel traffic on assigned marine channels. 4. Operate marine CCTV systems in a proactive manner to aid with navigational safety and port security, and Undertake radar and AIS surveillance of the harbour and its approaches, Monitor conditions on Roker Pier and arrange closure to public when required 5. Maintain email communications, via Phone, Fax and Radio including reception and dissemination of pre-arrival ISPS and waste documentation. 6. Maintain all aspects of Port Operations Database and disseminate reports generated and ensure that all paper-based records are up-to-date and organised in a neat and orderly, and all reports completed as required, and all vessel arrival information is received and correct. 7. Operation of electronic and navigational equipment, including tide gauges, weather station, RADAR/AIS, Navcare system, etc 8. Operate dock gate sluices as required, especially outside normal working hours. 9. Update statutory information regarding shipping arrivals / departures on the Consolidated European Reporting System (CERS3) 10. Understand requirements of port contingency plans, including Port Emergency Plan, Oil Spill Contingency Plan, Waste Management Plan and Port Facility Security Plan to enable 11. prompt initial action to be taken in the event of an incident or request. 12. Understand how to operate Port Control emergency generator in case of power failure and carry our periodic tests on equipment. 13. Operate computerised tide gauges and weather 14. Record movements of commercial fishing vessels and pleasure boats. 15. Liaise with Marine staff regarding shipping movements, opening/closing of dock gates and swing bridge, dock water levels, sluicing operations, etc. 16. Monitor Harbour for water safety issues and notify appropriate authorities of any untoward situations identified with a view to triggering emergency action. 17. Record and report faults/ Defects and servicing requirements in respect of all Port Control equipment / Marine equipment and port infrastructure. 18. Record and report faults in relation to aids to navigation. 19. Report breaches of regulations/bye laws, dangerous occurrences and unusual events to the Harbour Master, other port management and external organisations, as required. 20. Undertake any additional duties commensurate with the grade of the post as may be required by the Harbour Master. 21. Undertake any training and personal development as may be required by port management. |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |